

### Summary of Changes to Civil Administrative Procedures as of November 18, 2003

- Page 4, new language Section I(A) paragraph 5 regarding fee matters; renumbered former paragraphs 5 to 6 and moved former paragraph 6 to new paragraph 7
- Page 14, new language in Section II(H) paragraph 2 regarding technical failures; renumbered former paragraph 2 to 3
- Page 16, added paragraph D in section III regarding fee matters.

### Summary of Changes to Civil Administrative Procedures as of September 3, 2003

- A **Table of Contents** has been added to the Civil Administrative Procedures. There were no other changes made.

### Summary of Changes to Civil Administrative Procedures as of June 9, 2003

- Page 1, Paragraph I(A)(1) - Added: *notices of removal.*
- Page 2, Paragraph I(A)(4) - Added: *The documents in a.* Removed: *A.*
- Page 4, Paragraph II(A)(2) - Added: *and Notices of Removal.*
- Page 4, Paragraph II(A)(2)(a) - Added: *notices of removal.*
- Page 4, Paragraph II(A)(2)(a)(i) - Removed: *New cases will not be filed until the filing fee is paid.*
- Page 5, Paragraph II(A)(2)(c)- Removed: *and any required filing fee.* Added: *or notices of removal as long as the clerk's office receives any required filing fee as soon as possible.*
- Page 5, Paragraph II(A)(2)(e) - Added paragraph: *Copies of state court records and proceedings filed pursuant to D. Kan Rule 81.2 must be filed electronically.*
- Page 5, Paragraph II(A)(4) - Added: *Pleadings that Add or Delete Parties or Attorneys.*
- Page 5, Paragraph II(A)(4)(a) - Added: *before filing the pleading.*
- Page 5 & 6, Paragraph II(A)(4)(b) - Added paragraph (b): *The system is only capable of recognizing an entry of appearance on behalf of the attorney who files the entry of appearance. Accordingly, if an attorney files an entry of appearance on his or her own behalf as well as on behalf of other attorney(s), then the attorney who files the entry of appearance shall call the clerk's office before filing the entry of appearance in order to have the other attorneys added to the case in the System.*
- Page 6, Paragraph II(A)(4)(c) - Added paragraph (c): *A Withdrawal of Counsel and Entry of Appearance of Substituted Counsel, see D. Kan Rule 83.5.5, may only be filed by the attorney entering his or her appearance, not be the withdrawing attorney.*
- Page 7, Paragraph II(A)(8) - Removed references to: *Official and Contract Court Reporters.*
- Page 8, Paragraph II(C)(1)(a) - Added line: *This rule includes all notarized documents.*
- Page 8, Paragraph II(C)(1)(b) - Renamed (a) to: (b)
- Page 8, Paragraph II(C)(1)(c) - Renamed (b) to: (c)
- Page 9, Paragraph II(C)(3) - Added: *Attorney*

- Page 9, Paragraph II(C)(3)(a) - Removed: *party or*; Substituted: *attorneys for persons*; Substituted: *attorneys for parties*.
- Page 9, Paragraph II(C)(3)(b) - Removed: *party or*; Removed: *in the format illustrated in paragraph II(c)(2)(a) above*.
- Page 14, Paragraph IV(A)(1) - Added: *Footnote 9: Scanned documents create much larger files than electronic documents that are converted to .pdf format (e.g., a word processing document printed to Acrobat PDF Writer). Please check file sizes before uploading to the System.*
- Page 14, Paragraph IV(B) - Substituted: *two megabytes for 15 pages*.
- Page 14, Paragraph IV(B)(3) - Substituted: *two megabytes for 15 pages*.